



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY
OFFICE ASSISTANT
EAST HARTFORD

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the exam list for Office Assistant, lateral transfer
Job Title: Office Assistant
Location: East Hartford
Job Posting No: 0108568
Hours: Monday through Friday 8a-4:30p
RDO's: Saturday and Sunday
Salary: \$38,552 to \$50,582 annually *
*Incumbents new to state service start at minimum
Closing Date: June 30, 2014

Eligibility Requirement: Candidates must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding any of the above titles or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties: This position will provide full time clerical support to the North Region Abuse/Neglect Liaison in the DDS East Hartford Office. Duties to include case tracking, copying, data entry, mail handling, filing. Also, other related job duties as required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

Incomplete application materials will not be considered.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

**Send application materials to:
Department of Developmental Services — North Region**

155 Founders Plaza, 255 Pitkin Street
East Hartford, CT 06108
Attn: Carol Pfeifer
Email: carol.pfeifer@ct.gov Phone: 860-263-2618 Fax: 860-622-4967

Preferred method of application is via fax to 860-622-4967

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.